



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

PARKS AND RECREATION BOARD

Todo Mexico
1101 First Street

NOTE LOCATION

WEDNESDAY
December 7, 2016
7:00 p.m.

- 7:00 1. **CALL TO ORDER** – Roll Call
2. **APPROVE** the minutes of the October 26, 2016 meeting (*P.1*)
- 7:05 3. **CITIZEN COMMENTS** on items not on the agenda
- 7:15 4. **PRESENTATIONS**
- a. 2016 Year in Review
 - b. Project Manager's Report (*P. 5*)
 - 1. Hal Moe Pool Remodel
 - 2. Carnegie Grant Application
 - 3. 20-Acre Fence Progress
- 7:45 5. **DISCUSSION ITEMS** – 2017 Planning (*P.7*)
- a. Signage Standards
 - b. Rules Regarding Dogs in Parks
 - c. Park Board Municipal Code
 - d. Neighborhood Meeting for Casino Royal
- 8:30 6. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:45 7. **ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Wednesday, January 25, 2017 at 7 p.m. in the Snohomish City Hall Conference Room, 116 Union Avenue.

Meeting Guidelines

The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.

- ◆ Meetings end at 9:00 p.m. unless a majority moves to continue.
- ◆ Citizen comments are limited to three minutes.
- ◆ Each Agenda will have time allocations for each item.
- ◆ Agenda items will be discussed in the following format: Staff Presentations, Citizen Comments, Board deliberation, and action.
- ◆ All Agendas will include the annual Calendar.
- ◆ Agendas will be emailed to Boardmembers.

Parks and Recreation Board Meeting Calendar – 2017

Month	Agenda Topics
January	
February	
March	
April	
May	
June	
July/August	
September	
October	
Nov/Dec	a. 2017 Year in Review

AGENDA ITEM 2



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Parks and Recreation Board Meeting Summary

October 26, 2016

City Hall Conference Room

116 Union Avenue

1. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m.

Roll Call:

Present:

Park Board:

Lya Badgley, Chair

John First (*arr 7:14*)

Chris Harper

Staff:

Denise Johns

Mike Johnson

Angela Evans

Citizens/Other: None

Absent: None

2. **APPROVE MEETING SUMMARY:** The September 28, 2016 meeting summary was approved.
3. **CITIZEN COMMENTS** - None
4. **DISCUSSION ITEMS**

a. Hill Park

The Board reviewed the 1994 plans and improvements completed. Improvements include a new dock, lake frontage landscaping, new rock art, playground, Eagle Scout's park kiosk, rain gardens, fencing, and entry way improvements.

Future improvements include picnic shelter roof replacement and the Eagle Scouts' peeled pole fencing at the swales.

The Board discussed possible uses for the space where the caretaker house once stood and driveway still remains. Some suggestions were to add another play space/structure or picnic shelter.

Staff and the Board agreed to add a discussion item regarding park signage, furnishings, and sign regulations/ordinances to the February, 2017 meeting. Staff will bring pictures of existing park signs to this meeting.

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b. Wildlife Refuge

The Board reviewed the Wildlife Refuge original master plan. Staff explained, because of the Harvey Field flight path, there are restrictions on developing wildlife/bird habitats. In addition, the Department of Ecology prohibits new pathways in the former water-treatment areas.

The Board discussed widening the existing path, creating a walking loop, signage, adding benches, and possibly enhancing the memoriam bench program.

c. Parks Board Value Statement

The Board approved the revisions to the draft Parks Board Value Statement.

Discussion followed about the term “Recreation” in the Board’s name given the City does not have currently have Recreation Department. Because City Code indicated the Board’s title as *Parks and Recreation Board*, any name change would require a City code update.

d. Snohomish Recreation Opportunities

Staff is considering options to address public requests for recreation, cultural activities and PROS (Goal PRO 7.0 and Goal PRO 8.0). These aim to provide recreation facilities and partner with non-profit organizations to offer recreation opportunities the City cannot or does not have the staffing to provide at this time. Partnering with non-profits also cultivates relationships with already existing programs such as with schools, the Boys & Girls Club, the Aquatic Center, the library and Thumbnail Theater. In addition, non-profits have the ability to identify the programming needs of the community.

Staff explained City-owned property could be programmed for classes.

If acceptable by the Board, staff will bring back management scenarios.

Staff recommended any interested non-profits present cooperative proposals to the Board at a future meeting. The Board agreed to move forward with this item.

5. OTHER BUSINESS/INFORMATION ITEMS

a. Project Manager Updates

1. Hal Moe Pool

The Request for Proposals (RFP) for Hal Moe Pool (HMP) building remodel has been advertised with a due date of November 8. Approximately 23 architects, engineers, and project managers attended the two site visits.

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The HMP Committee's next phase involves site planning. Staff confirmed no decision has been made to keep or remove the building. It's possible nothing will happen for a few years.

2. Riverfront/20 acre

Council has approved \$150,000 for improvements to the fencing and for pedestrian connections from the Riverfront Trail and the 20-acre property. The City is working on a \$700,000 boat facilities grant, with the possibility the improvements are eligible. Upon receipt of the survey detailing the Cady drainage topography, staff will move forward with bridge/crossing designs.

3. New City Magazine

The City's new quarterly magazine is scheduled to be published in Spring 2017. Lya Badgley, the Parks and Recreation Board's Chair, will be featured in the issue.

b. Parks and Facilities Maintenance Updates

1. Police Station Remodel

The remodel is ahead of schedule and meeting budget targets.

2. Second Hill Park Rain Garden Installation

A second rain garden was installed to supplement the existing rain garden capacity.

3/4. Boys and Girls Club: Pavers and Speed Bumps

The Eagle Scouts completed entrance-planter paver installation.

After receiving complaints about cars speeding through the parking lot, City staff installed parking lot speed bumps to slow vehicles. Staff will continue to monitor use.

5. City Hall Front Counter and Restroom Remodel

Bid requests have been completed and are being processed by the City's Finance and Planning Departments to be advertised late 2016.

INFORMATION ITEMS:

The First Street hanging flower baskets will be removed within the next two weeks.

City Hall's southerly Pin Oak tree continues to split apart despite repairs earlier this year. After assessing the tree, a split continues 8 feet down. Further work will be done to

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reduce the crown. Everything is being done to save tree and it may look bad for a couple of years.

The Board discussed being proactive by purchasing a young tree, allowing it to grow and transplant to City Hall when the time comes to replace the Oak. There could be sign/placard stating the young tree is designated for the City Hall property in the future.

NEXT MEETING: The Board discussed and agreed the November and December meetings will be combined and held on December 7, 2016 at Todo Mexico Restaurant. The 2016 year in review will be presented at this meeting. The 2017 calendar will be discussed at the January, 2017 meeting.

7. **ADJOURN:** Meeting adjourned at 8:46 p.m.

Approved this 7th day of December, 2016

_____, Chair
Lya Badgley

PRESENTATION 4

To: Parks and Recreation Board

From: Denise Johns

Date: December 7, 2016

Subject: Project Manager's Update

Hal Moe Pool Building Remodel

Staff developed a tentative architectural team short list and are scheduling meetings with them for the second week in December.

Carnegie Grant Application

The City is applying for a Community Development Block Grant to provide ADA accessibility for the Carnegie Library entrance.

20-Acre Fence

Staff is working with Mr. Stocker to develop an amendment for fencing design and location to conform to FEMA requirements.

PRESENTATION 4

DISCUSSION ITEM 5

To: Parks and Recreation Board

From: Denise Johns
Mike Johnson

Date: December 7, 2016

Subject: Discussion Items – Planning Next Year’s Work Schedule

Signage Standard: January - February

Review existing standards and make recommendations for revisions.

Rules regarding dogs in Parks: March

Establish any new rules for on and off leash areas

Park Board Municipal Code: January - April

Review of existing Municipal Code to identify items needing updating.

Neighborhood Meetings: June - August

1103 Maple

Casino Royale Power Line

2000 Ludwig

Other